

1 August 1962

AREA RECORDS OFFICER, OFFICE OF THE CHIEF, RECORDS AND SERVICES DIVISION

Activity and Accomplishment Report for FY 1962

1. Maintained liaison with CIA Records Administration Officer and other Agency components in the operation of the Records Management Program for the Office of Personnel and provided services in the following activities:
 - a. Processed requisitions and replenishment requests to maintain an adequate supply of forms used by the Office of Personnel,
 - b. Reviewed requirements and coordinated requests for additional filing equipment and return of surplus equipment,
 - c. Supervised records retirement deposits to Records Center and serviced requests for return of items on temporary loan,
 - d. Processed deposits of Vital Materials deposits; arranged schedules for microfilming of OP records for VM deposits at specified intervals,
 - e. Processed requests for printed materials (brochures, letterheads, special memorandums, photographic reproductions, posters, signs, etc.), and maintained a record of cost estimates for ARO activity based on past year's experience and projected requirements,
 - f. Assisted in establishing or revising filing systems upon request and provided other services as appropriate relative to file maintenance,
 - g. Updated Records Control Schedule 40-60 by processing requested file revisions incident to organizational location of files as appropriate,

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- h. Coordinated use of OP reproduction equipment to control work loads on the machines and to assist users in selection of reproduction media most suitable to the job performance.
- i. Scheduled attendance of Division Records Clerks to Agency sponsored lectures, tours, and seminars on Records Administration.

3. The workload report for this activity follows:

a. Records Management Function

(1) Deposits to Records Center (approximately 379 cu ft)	89
(2) Deposits to Vital Materials Repository	29
(3) Printing Services Requests Processed	368
(4) Forms Program:	
(a) Forms Revised	22
(b) New Forms Initiated	10
(c) Forms Obsoleted	6


b. Distribution Control Function

(1) Requests for publications processed through library facilities	110
(2) CIA Regulatory Issuances (including All Employee)	176*
(3) Miscellaneous Agency Special Issuances (Support Bulletins, All Employee Memoranda, Studies In Intelligence, Fiscal Management Instructions, and other miscellaneous)	19*
(4) Other Government Issuances and Publications:	
(a) U. S. Civil Service Commission - Repetitive (Federal Personnel Manual, Bulletins and letters, and Mobilization Circulars)	145

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(b) U. S. Civil Service Commission Special and Miscellaneous Publications	17*
(c) State Department Issuances - Repetitive	91
(d) Department of Army - Repetitive	56

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Area Records Officer

* Estimates Based on Log Record